



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 16-06

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: October 13, 2005

RE: Direct Verification

This is a reminder that *Direct Verification* is now available as a method to verify Food Stamp and Cash Assistance case number applications.

- Arizona Direct Verification includes Food Stamps, FDPIR and Cash Assistance case number applications.
- **FDPIR case number applications cannot be verified through case number search.** LEAs have the option of contacting the Indian Tribal Organization (ITO) to directly verify FDPIR case number applications.
- ADE is currently working with Arizona's Medicaid Agency to provide another avenue for Direct Verification.

It is **required** that all Local Educational Agencies (LEAs) conduct a case number search for Food Stamp and Cash Assistance case number applications utilizing the automated direct verification system through ADE's common logon. **Case number search is only an option for those Food Stamp and Cash Assistance case number applications selected for verification.**

Reminder: Household eligibility status cannot be changed based on the direct verification results. LEAs should use direct verification results only to *support* the original eligibility status, or the status as corrected by the confirmation review. For example, if a Food Stamp case number is entered into direct verification in the common logon system and the case number is a “no match”, the LEA **must** contact the household for additional verification information.

For more information regarding Verification and Direct Verification please refer to pages 17-18 in the CNP Verification Manual.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.